



## **Day Camp Assistant Director**

### *Job Description*

#### **General Statement of Responsibilities:**

Assist Day Camp Director in planning, organizing, and implementation of day camp schedule. Supervise and mentor staff and volunteers. Coordinate support staff for planned activities. Schedule staff, help and manage activities for pre- and post-care throughout each week.

**Timeframe:** Day Camp will consist of 8 weeks of programming for children entering grades 1<sup>st</sup>-6<sup>th</sup> (roughly ages 6–11). Hours are 9:00 a.m. to 4:00 p.m. with pre-care from 7:00 a.m. to 9:00 a.m. and post-care from 4:00 p.m. to 5:30 p.m.

#### **Reports To:**

Day Camp Director

#### **Helpful Pre-requisites:**

- Mature, teachable and detail oriented
- Experience leading Bible Studies and writing lesson plans
- Group management and discipline experience

#### **Specific Duties:**

- Lead Bible Studies and lesson plans according to curriculum (age appropriate for elementary students)
- Assist the Day Camp Director with administrative tasks and paperwork
- Leads group activities, including but not limited to large and small group games, water activities, crafts, etc.
- Coach, orient & spiritually mentor peers/ staff
- Pray for the staff and campers on a daily basis
- Responsible for the care of equipment and facilities
- Navigate conflict between campers, appropriate disciplinary actions; follow lead of DC Director
- Ability to work outdoors in summer heat and hike around camp with the campers
- Play with campers and make them feel safe, valued and loved

#### **Qualifications for All Staff:**

- A professing and active Christian faith, including regular quiet times of Scripture reading and application, prayer, worship, and fellowship
- Spiritual and emotional maturity, personal integrity and honesty
- Desire to be a Christ-like role model for campers, guests, and fellow staff, and possess a genuine love for and desire to serve others
- Willingness and flexibility to cheerfully perform tasks and duties beyond those typically assigned
- Physical stamina and ability to daily perform duties assigned
- Understanding of and support for Camp policies, mission, and summer program goals